



CEDAR PARK PUBLIC LIBRARY

Cedar Park Public Library 550 Discovery Blvd., Cedar Park, TX 78613 Tel: 401-5600 FAX: 512-259-5236

Youth Volunteer Application

The Cedar Park Public Library does not accept volunteers under age 14 except in the case of organized school or scouting programs.

Name of Youth Volunteer: _____

Address _____ City _____ State _____ Zip _____

Email Address _____ (Required for background check contact for ages 16 and up)

Telephone _____ / _____
home number parent/guardian's work number

Parent/Guardian's email address _____

Last grade completed _____ School _____

Date of Birth _____ Do you have a driver's license? _____

Youth Volunteer's requested projects:

Crafts/art work _____	Working with children _____
Cleaning duties _____	Working with books _____
Puppetry _____	Filing _____
Shelf reading _____	Other tasks _____

Times that Youth Volunteer can work:

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

PARENT OR LEGAL GUARDIAN PLEASE COMPLETE THE FOLLOWING:

In case of emergency, please notify:

Name _____ Relationship _____

Telephone _____ (home) _____ (work)

In case I cannot be reached, please notify:

Name _____ Relationship _____

Telephone _____ (home) _____ (work)

(Please Complete Reverse Side)



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The information below must be completed by a parent or guardian before that youth is allowed to participate as a volunteer at the Library. The Youth Volunteer's parent or guardian must sign a "Release, Waiver of Liability, and Assumption of the Risks" before that youth will be allowed to participate as a volunteer at the Library.

The Cedar Park Public Library offers the youth of the community an opportunity to learn valuable skills and lessons through volunteerism. In turn, the youth contribute to the community by performing worthwhile tasks at the Library.

Even though the youth will be performing volunteer work, child labor laws and safety guidelines should be adhered to. The following is a summary of some of the more common requirements of the Child Labor Laws that relate to jobs at the Library:

- Youth may not work during school hours.
- Youth ages 15 and under may not work later than 7:00 pm during the school year or 9:00 pm during the summer. Youth ages 15 and under cannot work over 3 hours per school day and over 8 hours per non-school day.
- Youth ages 15 and under may not perform any work requiring the use of ladders, scaffolds, or their substitutes.
- Youth under age 18 may not operate motor vehicles in relation to a job.

Please note: Home school Youth Volunteers ages 14 and older may volunteer at the Library during "school hours" so long as a letter is provided from the home school instructor indicating that the Youth Volunteer is enrolled in and attends a home school and that the proposed volunteer times are either 1) part of the home school curriculum or 2) occurring while the home school is out of session. Volunteer hours for home school Youth Volunteers will be limited to 3 hours per school day

PERMISSION TO PARTICIPATE:

I, the undersigned, certify that I am the parent or legal guardian for Youth Volunteer Applicant, _____, and said Applicant has my permission to participate as a Youth Volunteer at the City of Cedar Park Public Library.

Child's Name (printed) _____

Parent/Guardian (printed) _____

Parent/Guardian's Signature: _____

Date _____

Notice to Volunteer Applicants

The City of Cedar Park will conduct volunteer's background check using a vendor which has an on-line system that allows applicants to directly enter their own information. Please expect an email from e-authorize@proformascreening.com with the subject title of the email "City of Cedar Park Texas E-authorize State Email". The email will contain your login information and link to the website for you to fill out the background check information. If you have any problems accessing the site or entering the information Proforma has supplied their help desk number for you.

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